



ECONOMIC DEVELOPMENT COMMITTEE (EDC)

TERMS OF REFERENCE

1. PURPOSE

The Economic Development Committee (EDC) is a committee of Council established to advise Council on matters associated with generating and sustaining employment and business investment in the Township of Leeds and the Thousand Islands while supporting the overall objectives of the Economic Development Department and the actions within the Strategic Plan.

2. MANDATE

The committee will:

- Advise Council on matters and help to implement and advise on approved actions
- Develop unified vision with goal setting/action items for endorsement by Council
- Report annually to Council at minimum
- Liaise with existing businesses and facilitate the development of new enterprises through the support and provision of opportunities for new economic growth
- Seek out and identify opportunities to help the Township achieve economic sustainability as set out in the current Strategic Plan

3. VALUES

The Committee will:

- Function as a collective partnership
- Link to opportunities in the regional area
- Positively and constructively offer and build on ideas to take action within the boundaries of the Strategic Plan
- Demonstrate willingness to work with local businesses, business groups and associations in the Township and region

4. BUDGET

The operational budget shall be prepared and managed by the Economic Development and Marketing Officer in consultation with EDC and CAO for approval by Council as part of the budget procedure.

Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area recommended by the Treasurer and approved by Council. Council may consult with EDC prior to modifying any such approved budget items. The Economic Development and Marketing Officer may spend within the approved budget without seeking further approval from Council.

5. ORGANIZATION

5.1 Governance

The committee shall be governed by applicable law including the Township's Procedural by-law, The Municipal Conflict of Interest Act, The Municipal Freedom of Information and Protection of Privacy Act. (A brief orientation will be provided by the Clerk's department at the start of each term.)

The Chairperson shall be appointed from the membership.

The Vice Chairperson shall be appointed to act in the Chair's absence.

The Clerk's Department will be the secretariat.

Staff liaison will be the Economic Development and Marketing Officer, or delegate. Other staff as appropriate will be invited on an as-required topical basis and their attendance will be based on availability.

Recommendations to Council shall be in writing via motion and prepared in advance with a supported report from the Economic Development and Marketing Officer.

Items to be included on the agenda shall be submitted to the Clerk's office by the Wednesday prior to the meeting with any supporting/background material. The items of business to be included on the agenda shall be developed under the direction of the Chief Administrative Officer, the Clerk, and/or the Committee Chair. Agendas will be distributed at minimum 48 hours prior to the meeting.

Committee meetings will be videotaped, live streamed and archived for public viewing.

5.2 Membership and Appointment

Council will appoint members to the Committee at the beginning of their term. The EDC will be composed of residents, taxpayers or business owners in the Township (except staff liaison) and may include members of Council.

5.3 Meeting Schedule

Meetings shall be held on the third Wednesday of the month at 4:00 pm with the exception of August and December unless otherwise decided upon by the committee.

Meetings will be held in the Council Chambers, Township of Leeds and the Thousand Islands Administration Building, 1233 Prince St, Lansdowne, ON. Established meeting dates and times will not be changed unless circumstances warrant special consideration. The Committee will be provided with the annual meeting schedule at the beginning of each year.

Meetings may be cancelled at the call of the Chair.

Approved meeting minutes are circulated to Council for review.

5.4 Remuneration

Efforts will be acknowledged at a volunteer appreciation dinner.

5.5 Duties and Responsibilities

Committee Chair

The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the committee in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice Chair

The Vice-Chair acts in the Chairs absence and assumes the roles and responsibilities of the Chair.

All Members

Committee members shall contribute time, knowledge, skill and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required.

Should any Member of a Committee fail to attend three successive regular meetings without being authorized to do so by a resolution of the Committee, the Committee should recommend to Council they declare the committee seat vacant and Council may appoint another Member in the members place.

5.6 Working Groups

The Committee may establish working groups of EDC for a particular purpose/mandate that are resolved upon the completion of the matter. Working Group Chairs must be an EDC Committee member.

The EDC chairperson will be an ex-officio member of all working groups.

As a working group, formal agendas, minutes or staff support are not required.

6. CODE OF CONDUCT

The Township is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy and safe work environment that is free from any form of harassment or violence. All Members and employees will refrain from personal harassment and conflict behavior, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions as per the Township's Respect in the Workplace Policy.